

**STATE OF GEORGIA
PROPOSED RECORDS RETENTION SCHEDULE**

<i>This data to be entered by the Records Retention Program</i>	Sheet:	<u>1</u> of <u>2</u>
	Agency Code:	0422
	Schedule #:	2001-0007-01
	Effective Date:	02/09/2001

Creating

Office: Criminal Justice Coordinating Council (CJCC), Grants Administration Division,
503 Oak Place, Suite 540, Atlanta GA 30349

**Application
Type:**

New: New
Amend:

Series Title: Drug Control and System Improvement (Edward Byrne Memorial) Grant
Program Files [Byrne Grants]

**Dates of
Series:** 1981 through Ongoing

Access: Open

Function Documented: The CJCC administers the Byrne Grant program, which provides funding for various local and state law enforcement projects throughout the State of Georgia. Examples of programs funded under Byrne include regional and State Drug Task Force Programs, Criminal Justice Record Improvement (CJRI) initiatives (including LiveScan fingerprinting devices), School Resource Officers and DARE Programs for school age children.

Consists of: Financial documents from subgrantees, audit reports from site visits,
Program/Project overview documentation

Arrangement: Chronological by year, then by sub-grant award number as assigned by CJCC.

Indexed by: Computer indexed in Grants Management Information System (GMIS), then by
sub-grant award number.

Retention Requirement: Following closeout, one (1) year on site, three (3) years at State Records
Center

State Law or Regulation: 0

Federal Law or Regulation: Three (3) years, (28 CFR Ch1 § 66.42), or until completion of
any audit, litigation, claim, negotiation or other action and
resolution of all issues which arise from it, whichever is later.

Audit Period: 0
Administrative Need: Four (4) years.

Standard Cutoff

Event: Federal Fiscal Year

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Total Retention: Temporary Record - Four (4) years

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: L. Dale Buckner, Director 04/02/01
Agency Head or Designee (type name and title here) Date

Concur: Kathy L. Pargame, Program Director 4.2.01
Creating Office Administrator (type name and title here) Date

Submitted by: Travis Williams, Dep. Dir. 04/02/01
Records Management Officer (type name and title here) Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed: David Carmicheal 4/2/01
David Carmicheal, Secretary of State Designee Date